



YOUTH SERVICES  
DEPARTMENT OF CORRECTIONS

STEVE GIBSON, DIVISION ADMINISTRATOR

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STATE OF MONTANA

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PO Box 201301  
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**SAMPLE LETTER**

Date:

Parent(s), Guardian(s), Custodian(s) or Representative(s) Name  
Address

Re: Change of Placement

Dear \_\_\_\_\_:

I am pleased to inform you that your daughter/son has been accepted in the Guide Homes Program. This is a wonderful opportunity for your child to live in the least restrictive community program with foster parents who are well trained in managing the distinctive needs and issues of youth under the supervision of Juvenile Parole. Your child will be paroled and placed into the foster home on (date).

As part of the program's requirement, we will not approve a home visit or telephone conversations within the initial thirty days of placement. This is to give your child a chance to adjust to a new environment and to focus on their issues and responsibilities. Of course, you and your child may continue to write letters to each other. Please send your letters in care of:

**Guide Homes Program**  
515 S. Reserve, Suite 5  
Missoula, MT 59801  
(406) 543-7792

Your child's Guide Home Case Manager is \_\_\_\_\_ and can be reached at (406) \_\_\_\_\_. Please feel free to contact the case manager with any questions regarding your child's placement and progress. The case manager will facilitate all scheduling for home visits and phone communications.

I am pleased your child has been accepted into this program. Your support will assist your child to succeed in the foster home placement. I will be available should you have concerns, need further information or are struggling with this plan in any way. My address is (insert field office address) and my telephone number is (insert office telephone number).

Sincerely yours,

(Your Name)  
(Your Title)